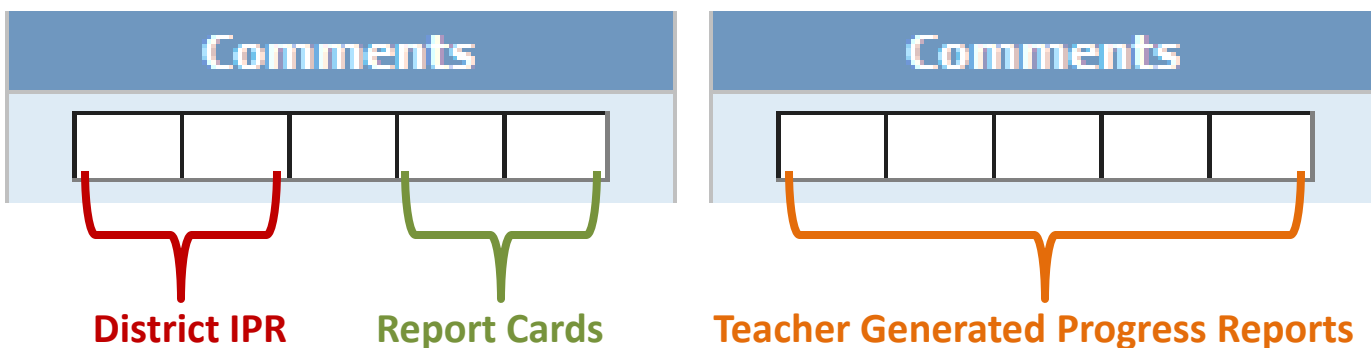


# GradeSpeed Quick Reference Guide (Grade 3-5)



Report	Columns Used	Generated
Report Card	4 & 5	End of 9 weeks by district
District IPR	1 & 2	Currently not used by grades 3-5
Teacher Progress Reports	All 5	By the teacher at any time

## Grading Codes

What to Enter	Description	Shows up as	Counts as
M	Missing	Msg	Zero
E	Excused	Exc	Ignored in average
I	Incomplete	Inc	Ignored in average
Use "1 <sup>st</sup> Retake" field	Re-test/Retake	Ex. "80R"	Regular grade
Use check box	Late	Late	Regular grade
<blank>	Field left blank		Ignored in average

## Citizenship/Conduct Codes

**E = Excellent**  
**S = Satisfactory**  
**N = Needs Improvement**  
**U = Unacceptable**

My campus enters citizenship codes for:

one subject | all subjects

## Percent method of weighting

Category	Color	Weight	# to Drop	Deleted
1. Homework	Green	20	2	<input type="checkbox"/>
2. Quizzes	Red	30	1	<input type="checkbox"/>
3. Tests	Blue	40	0	<input type="checkbox"/>
4. Projects	Gold	10	1	<input type="checkbox"/>
5.	None			
6.				
7.				
8.				
9.				

Total: 100

Hide Spanish Category Names: Yes ☐ Method of weighting grades: Percent ☐

Maximum grades to drop for each student: 2 ☐ Students Advantage: Yes ☐

Make category properties identical for all classes in this group: Yes ☐ Total Points Logic: No ☐

Total of numbers in "weight" Column must equal 100

"Method of weighting grades" must be set to "Percent"

ALWAYS!

## Multiple method of weighting

Category	Color	Weight	# to Drop	Deleted
1. Homework	Green	1	2	<input type="checkbox"/>
2. Quizzes	Red	1		<input type="checkbox"/>
3. Tests	Blue	2		<input type="checkbox"/>
4. Projects	Gold	1	1	<input type="checkbox"/>
5.	None			
6.				
7.				
8.				
9.				

Hide Spanish Category Names: Yes ☐ Method of weighting grades: Multiple ☐

Maximum grades to drop for each student: 2 ☐ Students Advantage: Yes ☐

Make category properties identical for all classes in this group: Yes ☐ Total Points Logic: No ☐

Do not use numbers greater than 3

"Method of weighting grades" must be set to "Multiple"

ALWAYS!

For **Home Access**, specify:  
"Show Math" and "Assignment Detail"  
in Progress Reports > Options

Progress Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Return Options Select Students

HR WKHABIT GR 2

ID: 7002 Section: 2

Period: 1 Group: 1

Class: HR WKHABIT GR 2 (7002/2) Period 1

Student	Avg.	Comments	Cltz	Camp
Bolling, Gary				
Clifford, Harold				

Clear!

Done Local intranet

Options - Microsoft Internet Explorer

Progress Report Options

Elementary Print Options

When a progress report is printed for a student also print...

☒ Assignment Detail

☐ Category Summary

☐ Overall Average Only

☒ Show Math

☐ All classes for each student selected

☐ Falling classes for each student selected

☐ Print only what I have selected

☐ Never print 2 students on the same page.

Notes to be printed at the bottom of progress reports of All students.

All Students Passing Students Failing Students

English Spanish

Update Cancel Spell Check